

CITY OF FRESNO

640030

SOLID WASTE SYSTEM SUPERVISOR

DEFINITION

Under direction, plans, coordinates, assigns, participates in, directs and supervises-the day-to-day operation and maintenance of the City's solid waste systems.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Chief of Solid Waste Operations. Exercises direct supervision over solid waste systems staff and crews.

DISTINGUISHING CHARACTERISTICS

Solid Waste System Supervisor I is distinguished from the Chief of Solid Waste Operations in that incumbents of the latter plan, coordinate and direct the overall operation and maintenance activities of City solid waste system operational areas.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Plans, coordinates, assigns, participates in, directs, and supervises the day-to-day work activities of staff and crews performing manual, semi-skilled, and skilled work in residential, commercial and recycling collection, bin and container maintenance, construction and demolition, recycling and commodities, composting, landfill, transfer station, material recovery, or safety and training operational areas of the City's solid waste system.

Plans, schedules, assigns and evaluates staff and crew performance; supervises and provides training to staff and crew; ensures adherence of policies, procedures, rules, regulations, work methods and safety practices; ensures compliance with local, state and federal statutes, rules and regulations.

Identifies solid waste systems deficiencies and performance; assesses effective remedial methods for a variety of operational problems; compiles and collects data to select, define and analyze improvement strategies.

Plans and executes solid waste systems programs and measures designed to enhance service, prevent service interruption, protect capital investment, meet grant requirements, and other goals and objectives.

Ensures timely response and investigation of accidents, property damage, public inquiries and customer complaints; prompt correction of faulty conditions; appropriate emergency response, and provides general assistance and direction.

Coordinates solid waste systems activities with other City divisions, departments, public agencies and entities.

Supervises safety, training and IIPP.

Evaluates effectiveness of solid waste systems and safety and training activities; collects, compiles and analyzes data; recommends modification of local ordinances, policies and procedures; researches and prepares technical reports.

Prepares or directs the preparation of necessary reports, logs, memoranda, correspondence, collection routes and boundaries, route maps and other data.

Assists and participates in goal setting, budgeting, strategic planning and organizational development for the Division; may identify barriers to goal achievement and recommend solutions.

Performs other associated duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Materials, methods, practices, and equipment used in solid waste systems operations, maintenance and safety management.

Principles and practices applicable to the solid waste industry, including heavy equipment operation and safety programs.

Principles and practices of route planning, scheduling, road and traffic regulations, and administration of solid waste collection, disposal and recycling.

Local, state and federal statutes, codes, rules and regulations governing the solid waste industry, refuse disposal, landfill diversion and equipment operation

Contemporary management practices.

Skill to:

Use all equipment associated with solid waste systems operations.

Operate heavy duty trucks and hydraulic equipment.

Think critically and analytically.

Ability to:

Plan, coordinate, assign, and direct the work of subordinate staff and operational areas.

Supervise, train and evaluate subordinate staff.

Communicate effectively, orally and in writing.

Establish and maintain effective working relationships at all organizational levels, including with the public.

Use computer technology proficiently.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's degree.

OR

Experience:

Two years of progressively responsible full-time work experience in the operation and maintenance of community solid waste systems, which includes one year of full-time experience providing lead or full, first-line supervisory direction.

Education:

Twenty-four semester units from an accredited college or university.

OR

Experience:

Three years of full-time work experience in solid waste systems, which includes one year in a leadworker capacity.

Special Requirement(s):

Possess at time of appointment and continue to maintain a valid Class "C" California Driver License. Must obtain and continue to maintain a valid Class "B" California Driver License, without airbrake restriction, within six months of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____